

Online Registration and Participation in FIAP Biennials

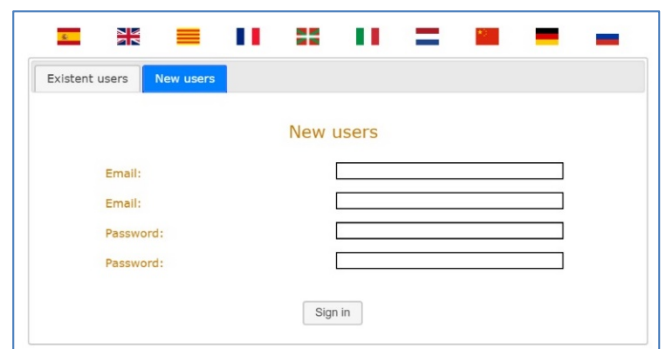
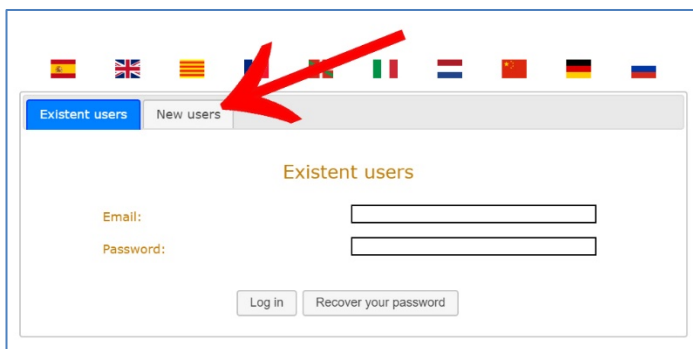
Enter the FIAP website (Biennials):

<https://www.fiap.net/en/biennials> and click on the participation link.

1 – Enter username and password.

Enter as new user in the tab “New users”.

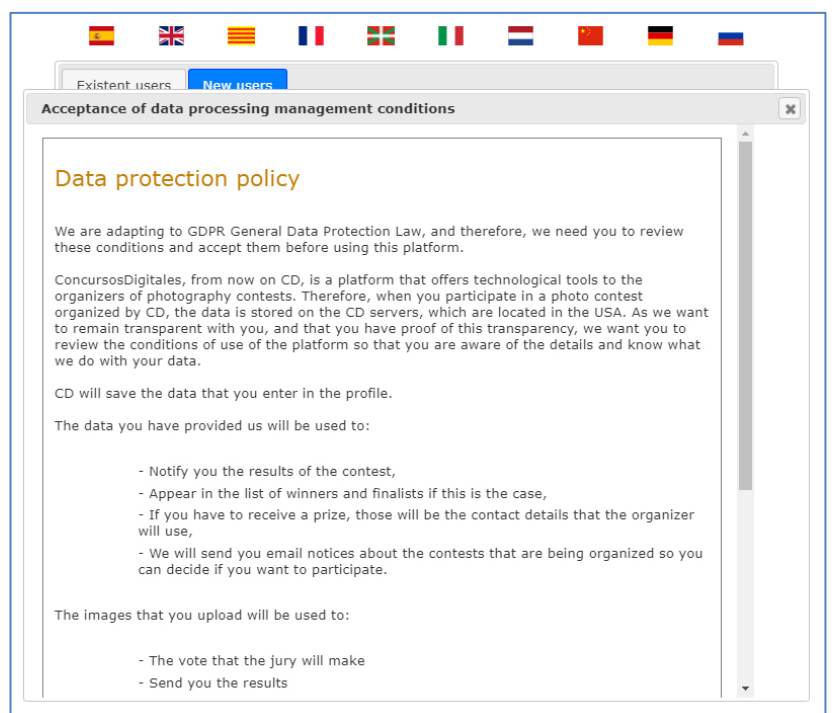
If you have already registered for a previous Biennial then use the “Existing users” tab and log in with your username and password. If you have forgotten your password you can recover it by clicking the button below.



The user will be the email of the person in charge of registering and uploading the images of each Federation. Once registered, you will be able to enter the platform again from the “Existing users” tab using your username and password. Up to the closing date, modifications can be made to the uploaded data and images.

2 – Acceptance of data processing management conditions

Data Protection policy. If you are a new user, before you begin you should accept the terms of use of system data.



3 – Participant profile

Please fill out the form with the name of the Federation (Operational Member) and the data of the person responsible for uploading the images. The data entered will be used to send catalogues and prizes if any. Please verify that the information entered is correct.

Existing users will already find the form completed. Please verify the data before you continue.

When you have finished entering the data, press the "Participate" button.

Participant profile

In order to participate in this competition, fill out the fields marked as compulsory on your profile.

Please, **make sure to indicate the correct postal address** so that we can send you the material and prizes if you get them.

Federation *	<input type="text"/>		
Responsible *	<input type="text"/>		
Preferred language	<input type="text" value="Español"/>	Contact phone *	<input type="text"/>
Address *	<input type="text"/>	Town *	<input type="text"/>
Country *	<input type="text" value="-"/>	Province	<input type="text"/>
Post Code *	<input type="text"/>	Main email	<input type="text" value="user@email.com"/>
Website	<input type="text"/>		

4 - Declaration of consent and responsibility for images of representative for Biennials

Please download the document "Consent for Biennials.docx". Complete the form, sign it and finally send it (in jpg or pdf format) by email to: luisfranke@live.com.ar.

You can also obtain the form from the FIAP website (biennials): <https://www.fiap.net/en/biennials>

Special conditions for this contest

Dear participant,

In order to participate in this contest, the organizer, requires de acceptance of some specific conditions. Please, read them carefully and press accept to go deliver your works.

Declaration of consent and responsibility for images of representative for Biennials

In order to get the consent, download the following file:

[Consent for Biennials.docx](#)

Please print, complete and sign the form. Then send it (in jpg or pdf format) by email to Mr. Luis Franke, Director of the FIAP Biennial Service (luisfranke@live.com.ar)

Accepting the conditions implies that you know that if the declaration of consent is not sent your participation will not be accepted.

Accepting the conditions implies that you know that if the declaration of consent is not sent your participation will not be accepted. After accepting the conditions you can start uploading images in the next step.

5 - Uploading Images

Before uploading the images, make sure that they comply with the resolution specifications given in the regulations. Please not forget to enter the title of the collection for each of the sections in which you participate.

To upload an image click on **"Upload image"** in each of the FIAP logos.

The order in which the images are uploaded will be the order in which they are displayed when judging the coherence of the collection.

The two sections of this Biennial are shown on the same screen.

If you participate in the Print section you must also upload a digital version of them in the indicated resolution.

Remember to send the prints by mail in time to avoid delays in the postal service.

For each image you must indicate:

- Work Title
- Author's name
- Author's surname
- Indicate if the author is over 18 years old

Select the file and it will be uploaded to the system.

There are no requirements for special filenames, the files will be renamed automatically during upload.

The screenshot shows the 'Add works' interface for the 'Prints / Tirages papier / Papel' category. At the top, there are tabs: 'Add works' (active), 'Description', 'Calendar', 'Sections', and 'Prizes'. Below the tabs, the section is titled 'Technical features' and lists: 'Minimum resolution to submit in the major side: 2400 pixels', 'Maximum work resolution to submit: 3500 x 3500 pixels', and 'Maximum weight of works: 6000.00 Kbytes'. The next section is 'Important information about your works', which states: 'Please remember that you can add, substitute or remove your works until the closing date.' Below this is the section title 'Prints / Tirages papier / Papel' and instructions: 'Please upload a digital version of your prints. The entry is limited to **10 photographs** per federation with a maximum of **one (1) work per author**. Please do not forget to include the title of the collection.' There is a 'Title:' label followed by a text input field. Below the title field, there are eight FIAP logos arranged in two rows of four. Each logo has an 'Upload image' button underneath it.

The screenshot shows the 'Load works' dialog box for the 'Prints / Tirages papier / Papel' category. The dialog box has a title bar with 'Load works' and a close button. Inside, it says 'Indicate work's name and select the work file'. There are four input fields: 'Work title' (with an orange highlight), 'Name', 'Surname', and 'This author is over 18 years old? (Yes/No)'. Below these fields is a 'Select file' button. At the bottom, there is an 'Upload progress' bar and a 'Cancel' button. The background shows the 'Prints / Tirages papier / Papel' section of the website, with the same instructions as the previous screenshot.

After you have finished uploading images, press the **"Finish participation"** button and the system will send you a confirmation email with the images you have uploaded.

If you press the **"Cancel"** button no confirmation email will be sent to you but the entered data and images will not be lost.

You can still make any changes before the closing date of the Biennial.

Good luck!

Preparation and sending the prints

Send the prints to the address indicated in the Biennial's regulations in time to avoid delays in the postal service. Please consider the following:

- The maximum size of the prints must be 30x40 cm (A3 and 12 "x16" formats are also accepted).
- Send the photos in flat form. For customs reasons avoid using large boxes.
- Inform the organizer of the mail tracking number.

Include the following information on the back of the prints:

- Name of the Operational Member (Federation)
- Country
- Authors' name
- Title of the work
- Order number

You can use the labels designed for this purpose by downloading them from the FIAP website:
<https://www.fiap.net/en/biennials>

The labels are a pdf form and are easily self-filling. They can be printed on self-adhesive paper and then stuck to the back of the prints.

Remember that for individual judging the photos must first be mixed and then re-sorted to judge the collection coherence.

Correct labelling of prints will help organizers to handle them.

Thank you for your cooperation!